Nebraska Student and Staff Record System
http://www.education.ne.gov/nssrs

POSTSECONDARY
File Specifications
Version 4.0.0 – August 27, 2014

Postsecondary Enrollment
Postsecondary Academic Awards

2013-2014

Nebraska Department of Education
301 Centennial Mall South
PO Box 94987
Lincoln, NE 68509-4987
888-285-0556
402-471-3151
nde.helpdesk@nebraska.gov

TABLE OF CONTENTS

GENERAL INSTRUCTIONS

This instruction manual describes the data elements collected by the Nebraska Student and Staff Record System (NSSRS) via the Postsecondary Enrollment and Postsecondary Academic Awards file specifications. Valid values and data validation rules that can be performed prior to data submission are listed where appropriate. NSSRS validations ensure data submitted is of high quality. A link to an interactive list of all NSSRS validations is available on the NSSRS Resources page of the NSSRS website (http://www.education.ne.gov/nssrs).

See

APPENDIX B – File Layouts for field types and field lengths.

Scope

All undergraduate students enrolled in courses for credit at the institution during the 2013-2014 academic year (Academic Year Ending 2014) are reported. Academic Year Ending 2014 will span July 1, 2013 through June 30, 2014.

Conventions

File Names

File Specification	File Name
Postsecondary Enrollment	##-####_ps_enrollment_YYYYMMDDHHMM.zzz
Postsecondary Academic Awards	##-####_ps_academic_awards_YYYYMMDDHHMM.zzz

Where:	Represents:
##-####	NDE-assigned Institution Code
YYYYMMDDHHMM	Date and time stamp

.zzz	One of the following:
	    .tab Tab delimited
	    .csv Comma delimited (comma-separated values)

Data Element Names
The following syntax is used throughout this document when referencing data elements.

Format: * NDE Field Name [File Specification:Field Name(Field Number)]
Where:

- An asterisk (*****) indicates the data element is a key field. A value must be supplied in all key fields for each record or the data loading process will reject the record.
- **NDE Field Name** represents the name of the data element commonly used by the Nebraska Department of Education (NDE).
- **File Specification** indicates the formal name of the file specification.
- **Field Name** indicates the formal name of the field within the file specification.
- **Field Number** indicates the position of the field within the file specification.

Example: * Institution Code [Postsecondary Enrollment:Institution Code (1)] indicates a key field referenced at NDE as "Institution Code" that is the first field on the Postsecondary Enrollment file specification with a field name of "Institution Code."

Academic Year Ending
June 30 is used throughout NSSRS as the logical representation of a school year. However, postsecondary data will be organized by academic year using Academic Year Ending. Since this document applies to the "2013-2014" academic year ending, the Academic Year Ending field will simply read: "2014".

POSTSECONDARY ENROLLMENT

POSTSECONDARY ENROLLMENT

The Postsecondary Enrollment file specification collects student demographic data of undergraduate students enrolled in courses for credit during a particular term of an academic year. Multiple records for an individual student will appear if the student was enrolled in more than one term – one record per term. Unless otherwise specified, a value must be provided for each field listed.

* Institution ID [Postsecondary Enrollment:Institution ID (1)]
Provide the institution identifier assigned by NDE including the hyphen ("-") in the format "##-####". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

* NDE Student ID [Postsecondary Enrollment:NDE Student ID (2)]
Provide the 10 digit Nebraska Department of Education Student Identifier. This is a key field; a value must be supplied for each record or the data loading process will reject the record. This ID is validated against the Nebraska Uniq-ID system during the File Validation process.

Postsecondary Student ID [Postsecondary Enrollment:Postsecondary Student ID (3)]
Provide the unique number used to identify an individual student at the institution. This field may be left blank if a separate identifier is not assigned. The Postsecondary Student ID will be included in NSSRS validations and NSSRS verification reports to assist institution staff research and resolve data issues.

* Academic Year Ending [Postsecondary Enrollment:Academic Year Ending (4)]
Provide the literal "2013". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

* Term [Postsecondary Enrollment:Term (5)]
Provide the institution-selected value representing the term during which this student was enrolled. Values are specified via the Postsecondary Terms collection in the Consolidated Data Collection (CDC) system available on the NDE Portal (http://portal.education.ne.gov). This is a key field; a value must be supplied for each record or the data loading process will reject the record.

Last Name [Postsecondary Enrollment:Last Name Long (6)]
Provide this student's surname or name borne in common by members of a family. This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

First Name [Postsecondary Enrollment:First Name Long (7)]
Provide this student's name given to this individual at birth, baptism, or during another naming ceremony, or through legal change. This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.

Middle Name [Postsecondary Enrollment:Middle Name (8)]
Provide the middle name of this student. Leave Middle Name blank if not applicable or not available.

Birthdate [Postsecondary Enrollment:Birth Date (9)]
Provide the birthdate of this student in ISO format (YYYY-MM-DD). The data loading process will check for valid dates (e.g., values of 2004-02-30 and 2004-13-01 would be rejected as invalid). Leave Birthdate blank if not available.

Gender [Postsecondary Enrollment:Gender Code (10)]
Provide the gender of this student. Leave Gender blank if not available or unknown

Code	Description
F	Female
M	Male

Hispanic Indicator [Postsecondary Enrollment:Hispanic Ethnicity Indicator (11)]
Provide the code indicating if this student is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. A value must be provided for Hispanic Indicator [Postsecondary Enrollment:Hispanic Ethnicity Indicator (11)] or the data loading process will reject the record. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources page of the NSSRS website (http://www.education.ne.gov/nssrs) for additional information.

Code	Description	Explanation of Use
0	Declined to Identify	A person who has not self-identified their ethnicity regardless of race.
1	Yes	
2	No	

Race 1 Code [Postsecondary Enrollment:Race 1 Code (12)]

Provide the code indicating this student's identified race. This field is required. Refer to the "The Nebraska Guide to Implementing New Federal Race and Ethnicity Categories for Students and Staff" available on the NSSRS Resources page of the NSSRS website (http://www.education.ne.gov/nssrs) for additional information.

Code	Description	Explanation of Use
DC	Declined to Identify	A person who has not self-identified their race.
AM	American Indian/ Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
AS	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
BL	Black or African American	A person having origins in any of the black racial groups of Africa.
PI	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
WH	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

- A value must be provided for Race 1 Code [Postsecondary Enrollment:Race 1 Code (12)] or the data loading process will reject the record.
- Race codes of students with multiple races can be provided in any order but those codes must be provided as described below
    - If two races are identified:
        - Race 1 Code [Postsecondary Enrollment:Race 1 Code (12)] and Race 2 Code [Postsecondary Enrollment:Race 2 Code (13)].
    - If three races are identified:
        - Race 1 Code [Postsecondary Enrollment:Race 1 Code (12)], Race 2 Code [Postsecondary Enrollment:Race 2 Code (13)] and Race 3 Code [Postsecondary Enrollment:Race 3 Code (14)].
    - If four races are identified:
        - Race 1 Code [Postsecondary Enrollment:Race 1 Code (12)], Race 2 Code [Postsecondary Enrollment:Race 2 Code (13)], Race 3 Code [Postsecondary Enrollment:Race 3 Code (14)], and Race 4 Code [Postsecondary Enrollment:Race 4 Code (15)].
    - If five races are identified:
        - In all five fields.
- Records containing the same race code value in more than one race field will be rejected by the data loading process.

Race 2 Code [Postsecondary Enrollment:Race 2 Code (13)]
Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment:Race 1 Code (12)].

Race 3 Code [Postsecondary Enrollment:Race 3 Code (14)]
Provide the code indicating this student's third identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment:Race 1 Code (12)].

Race 4 Code [Postsecondary Enrollment:Race 4 Code (15)]
Provide the code indicating this student's fourth identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment:Race 1 Code (12)].

Race 5 Code [Postsecondary Enrollment:Race 5 Code (16)]
Provide the code indicating this student's fifth identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment:Race 1 Code (12)].

State of High School Graduation [Postsecondary Enrollment:State of High School Graduation (17)]
Provide the code from Appendix C corresponding to the state in which this student graduated high school. For students still enrolled in high school, provide the code corresponding to the state in which the student's current high school is located.

Census Flag [Postsecondary Enrollment: Census Flag (18)]
Provide an indication if this student was enrolled on the Census Date during the term used for IPEDS reporting applicable to this academic year. Provide the code '2' (No) for all students during terms not used for IPEDS reporting.

Code	Description
1	Yes
2	No

Full Time Student Flag [Postsecondary Enrollment:Full Time Student Flag (19)]
Provide an indication if this student met the definition of a full-time student during this term.

Code	Description
1	Yes
2	No

IPEDS	full_part_time_flag
	Full-time / part-time indicator based on number of credit hours student is enrolled for the semester. IPEDS definition: Undergraduate—A student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term. Graduate—A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution. Doctor's degree – Professional practice— As defined by the institution.

First Time Student Flag [Postsecondary Enrollment:First Time Student Flag (20)]

Provide an indication if this student met the definition of a first-time student during this term.

Code	Description
1	Yes
2	No

IPEDS	**first_time_freshman_flag**
	A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).

Degree Seeking Flag [Postsecondary Enrollment:Degree Seeking Flag (21)]

Provide an indication if this student met the definition of a degree-seeking student during this term.

Code	Description
1	Yes
2	No

IPEDS	**degree_seeking_flag**
	Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. Note: all students eligible to receive federal student financial aid are considered degree/certificate seeking.

Term Credit Hours Attempted [Postsecondary Enrollment:Term Credit Hours Attempted (22)]

Provide the total number of credit hours this student attempted during this term. Term Credit Hours Attempted supports up to one decimal position, in which case the decimal point must be provided. Submitting more than one decimal position is discouraged because values containing more than one decimal position will be rounded to one decimal position during the data load process.

Term Credit Hours Earned cannot exceed Term Credit Hours Attempted

Term Credit Hours Earned [Postsecondary Enrollment:Term Credit Hours Earned (23)]

Provide the total number of credit hours this student earned during this term. Term Credit Hours Earned supports up to one decimal position, in which case the decimal point must be provided. Submitting more than one decimal position is discouraged because values containing more than one decimal position will be rounded to one decimal position during the data load process.

Term Credit Hours Earned cannot exceed Term Credit Hours Attempted

Cumulative Credit Hours Earned [Postsecondary Enrollment:Cumulative Credit Hours Earned (24)]

Provide the total cumulative number of credit hours this student earned as of the end of this term. Cumulative Credit Hours Earned supports up to one decimal position, in which case the decimal point must be provided. Submitting more than one decimal position is discouraged because values containing more than one decimal position will be rounded to one decimal position during the data load process.

Term GPA [Postsecondary Enrollment:Term GPA (25)]

Provide the grade point average (GPA) earned by this student calculated based only on courses during this term. This field accepts up to 3 decimals places.

Cumulative GPA [Postsecondary Enrollment:Cumulative GPA (26)]

Provide the cumulative grade point average (GPA) earned by this student. This field accepts up to 3 decimals places.

Remedial Course Math Flag [Postsecondary Enrollment:Remedial Course Math Flag (27)]

Provide the code indicating "Yes" if this student received remedial mathematics instruction during this term. Indicate "No" for all other students.

Code	Description
1	Yes
2	No

Remedial Course Reading Flag [Postsecondary Enrollment:Remedial Course Reading Flag (28)]

Provide the code indicating "Yes" if this student received remedial reading instruction during this term. Indicate "No" for all other students.

Code	Description
1	Yes
2	No

POSTSECONDARY ACADEMIC AWARDS

POSTSECONDARY ACADEMIC AWARDS

The Academic Awards file specification collects a cumulative set of students granted postsecondary degrees, diplomas, or certificates during a particular academic year. Students receiving multiple awards will appear in the file multiple times, once per award.

A Postsecondary Enrollment record must first be submitted for each student appearing in a Postsecondary Academic Awards file or the data loading process will reject the record.

* Institution ID [Postsecondary Academic Awards:Institution ID (1)]
Provide the institution identifier assigned by NDE including the hyphen ("-") in the format "##-####". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

* NDE Student ID [Postsecondary Academic Awards:NDE Student ID (2)]
Provide the 10 digit Nebraska Department of Education Student Identifier. This is a key field; a value must be supplied for each record or the data loading process will reject the record. This ID is validated against the Nebraska Uniq-ID system during the File Validation process.

Postsecondary Student ID [Postsecondary Academic Awards:Postsecondary Student ID (3)]
Provide the unique number used to identify an individual student at the institution. This field may be left blank if a separate identifier is not assigned. The Postsecondary Student ID will be included in NSSRS validations and NSSRS verification reports to assist institution staff research and resolve data issues.

* Academic Year Ending [Postsecondary Academic Awards:Academic Year Ending (4)]
Provide the literal "2013". This is a key field; a value must be supplied for each record or the data loading process will reject the record.

Last Name [Postsecondary Academic Awards:Last Name Long (6)]
OPTIONAL: Provide this student's surname or name borne in common by members of a family. Including this optional field will make locating an individual student's record easier when working with the output data file.

First Name [Postsecondary Academic Awards:First Name Long (7)]
OPTIONAL: Provide this student's name given to this individual at birth, baptism, or during another naming ceremony, or through legal change. Including this optional field will make locating an individual student's record easier when working with the output data file.

Middle Name [Postsecondary Academic Awards:Middle Name (8)]
OPTIONAL: Provide the middle name of this student. Leave Middle Name blank if not applicable or not available. Including this optional field will make locating an individual student's record easier when working with the output data file.

* Award Date [Postsecondary Academic Awards:Award Date (9)]

Provide the date on which the academic award was granted. The data must be in ISO format (YYYY-MM-DD) or the data loading process will reject the record. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

* Award Code [Postsecondary Academic Awards:Award Code (10)]

Provide the code that indicates the type of academic award granted. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

Code	Description	Definition
1	Under1Yr	Less Than 1 Year Awards Postsecondary award, certificate, or diploma of (less than 1 academic year) • Less than 900 contact or clock hours • Less than 30 SEMESTER or TRIMESTER credit hours, or • Less than 45 QUARTER credit hours
2	1-2Yr	Between 1 and 2 Years Awards Postsecondary award, certificate, or diploma of (at least 1 but less than 2 academic years) • At least 900, but less than 1800 contact or clock hours, or • At least 30, but less than 60 SEMESTER OR TRIMESTER HOURS • At least 45, but less than 90 QUARTER HOURS
3	Associates	Associate's Degrees
4	2-4Yr	Between 2 and 4 Years Awards Postsecondary award, certificate, or diploma of (at least 2 but less than 4 academic years) • 1800 contact or clock hours, or • 60 or more SEMESTER OR TRIMESTER credit hours, or • 90 or more QUARTER credit hours
5	Bachelor	Bachelor's Degrees
6	CTE Certificate	A certificate or credential earned by a Career & Tech Ed student, to be used only for Perkins reporting

* Award CIP Code [Postsecondary Academic Awards:Award CIP Code (11)]

Provide the six-digit CIP (Classification of Instructional Programs) code in the format ##.#### that identifies the instructional program specialty for which this award was granted. Refer to IPEDS reporting requirements for a list of valid CIP codes. This is a key field; a value must be supplied for each record or the data loading process will reject the record.

APPENDIX A – Change Summary

Version 4.0.0
August 27, 2013
1. Updated date references for 2013-1014
2. Added new Award Code 6

Version 3.0.0
January 3, 2013
3. Updated date references for 2012-1013
4. Text cleanup
2. Gender [Postsecondary Enrollment:Gender Code (10)]
     a. Added ability to leave field blank is gender is not available or unknown.

Version 2.0.0
July 18, 2012
1. Updated date references for 2011-2012

Version 1.1.0
September 15, 2011
1. Hispanic Indicator [Postsecondary Enrollment:Hispanic Ethnicity Indicator (11)]
     a. Added code '0' (Declined to Identify).
2. Census Flag [Postsecondary Enrollment: Census Flag (18)]
     a. Definition changed to indicate Census Flag is only applicable to the term used for IPEDS reporting. The code '2' (No) is to be provided for all students during terms not used for IPEDS reporting.
3. First Time Student Flag [Postsecondary Enrollment: First Time Student Flag (20)]
     a. Definition changed to indicate First Time Student Flag is applicable to all academic terms, not only the term used for IPEDS reporting.
4. Degree Seeking Flag [Postsecondary Enrollment: Degree Seeking Flag (21)]
     a. Definition changed to indicate Degree Seeking Flag is applicable to all academic terms, not only the term used for IPEDS reporting.
5. Appendix B – File Layouts
     a. Cumulative Credit Hours Earned (24) length changed to (7,1).

Version 1.0.0
August 19, 2011
1. Initial publication.

APPENDIX B – File Layouts

Postsecondary Enrollment

Key	Position	Name	Type	Length	Comments
Y	1	Institution ID	Char	7	Format: ##-####
Y	2	NDE Student ID	Char	10	
	3	Postsecondary Student ID	Char	12	
Y	4	Academic Year Ending	Char	4	Format: YYYY
Y	5	Term	Char	10	
	6	Last Name	Char	60	
	7	First Name	Char	60	
	8	Middle Name	Char	60	
	9	Birthdate	Char	10	Format: YYYY-MM-DD
	10	Gender	Char	1	
	11	Hispanic Indicator	Char	1	
	12	Race 1 Code	Char	2	
	13	Race 2 Code	Char	2	
	14	Race 3 Code	Char	2	
	15	Race 4 Code	Char	2	
	16	Race 5 Code	Char	2	
	17	State of High School Graduation	Char	2	
	18	Census Flag	Char	1	
	19	Full Time Student Flag	Char	1	
	20	First Time Student Flag	Char	1	
	21	Degree Seeking Flag	Char	1	
	22	Term Credit Hours Attempted	Numeric	(3,1)	
	23	Term Credit Hours Earned	Numeric	(3,1)	
	24	Cumulative Credit Hours Earned	Numeric	(7,1)	
	25	Term GPA	Numeric	(4,3)	
	26	Cumulative GPA	Numeric	(4,3)	
	27	Remedial Course Math Flag	Char	1	
	28	Remedial Course Reading Flag	Char	1	

Academic Awards

Key	Position	Name	Type	Length	Comments
Y	1	Institution ID	Char	7	Format: ##-####
Y	2	NDE Student ID	Char	10	
	3	Postsecondary Student ID	Char	12	
Y	4	Academic Year Ending	Char	4	Format: YYYY
	6	Last Name	Char	60	Optional
	7	First Name	Char	60	Optional
	8	Middle Name	Char	60	Optional
Y	9	Award Date	Char	10	Format: YYYY-MM-DD
Y	10	Award Code	Char	1	
Y	11	Award CIP Code	Char	7	Format: ##.####

APPENDIX C – Codes for "State of High School Graduation"

The following "State of High School Graduation" codes were adapted from the United States Postal Services abbreviations for states and possessions.

UNKNOWN	10	ILLINOIS	IL	NORTH DAKOTA	ND
OUTSIDE UNITED STATES	20	INDIANA	IN	NORTHERN MARIANA ISLANDS	MP
OUTSIDE NEBRASKA	30	IOWA	IA	OHIO	OH
ALABAMA	AL	KANSAS	KS	OKLAHOMA	OK
ALASKA	AK	KENTUCKY	KY	OREGON	OR
AMERICAN SAMOA	AS	LOUISIANA	LA	PALAU	PW
ARIZONA	AZ	MAINE	ME	PENNSYLVANIA	PA
ARKANSAS	AR	MARSHALL ISLANDS	MH	PUERTO RICO	PR
CALIFORNIA	CA	MARYLAND	MD	RHODE ISLAND	RI
COLORADO	CO	MASSACHUSETTS	MA	SOUTH CAROLINA	SC
CONNECTICUT	CT	MICHIGAN	MI	SOUTH DAKOTA	SD
DELAWARE	DE	MINNESOTA	MN	TENNESSEE	TN
DISTRICT OF COLUMBIA	DC	MISSISSIPPI	MS	TEXAS	TX
		MISSOURI	MO	UTAH	UT
FEDERATED STATES OF MICRONESIA	FM	MONTANA	MT	VERMONT	VT
		NEBRASKA	NE	VIRGIN ISLANDS	VI
FLORIDA	FL	NEVADA	NV	VIRGINIA	VA
GEORGIA	GA	NEW HAMPSHIRE	NH	WASHINGTON	WA
GUAM	GU	NEW JERSEY	NJ	WEST VIRGINIA	WV
HAWAII	HI	NEW MEXICO	NM	WISCONSIN	WI
IDAHO	ID	NEW YORK	NY	WYOMING	WY
		NORTH CAROLINA	NC		

NOTE: 30 (OUTSIDE NEBRASKA) to be used only for a student known to have graduated from a high school within a state or possession of the United States but the specific state or possession is unknown.